

DTS CUI INTEGRATED TRAINING CURRICULUM

TRAIN-THE-TRAINER **WEB DOCUMENT PREPARATION /** **AUTHORIZING OFFICIAL 2-DAY CURRICULUM**

DAY 1

0730 – 0830 - PMO DTS Introduction/Overview

0830 - 0930 - PMO Traveler Simplified Entitlements

0930 – 1030 - PMO Traveler Responsibilities

1030 – 1200 - TRW DTS CUI Training:

LESSON 1 – INTRODUCTION

LESSON 1.1

- a. Administrative Remarks
- b. Class Registration

LESSON 1.2 – Web Training System Overview

- a. Web Training System Environment
- b. Integrated Training Tools: Instructor Training Manual/Lesson Plans
- c. Training Resources (Tri-folds, CBT, www.defensetravel.com)

LESSON 1.3 – DTS System Overview

LESSON 1.4 – User Role/Permission Levels

LESSON 1.5 – Getting Started

- a. Launching DTS CUI
- b. Application Launcher (Options, Help, Additional Apps)
- c. Logging into DTS (Digital Signature)
- d. Overview of Initial Browser Window

DOCUMENT PREPARATION

LESSON 2 – AUTHORIZATIONS

LESSON 2.1 – Creating a New Document

LESSON 2.2 – Preparing an Itinerary/Comments

LESSON 2.3 – Reviewing /Updating Traveler Information

LESSON 2.4 – Selecting or Viewing Reservation Information/Comments

1200 - 1300 - Lunch

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AUTHORIZING OFFICIAL CURRICULUM- (Cont'd)

1300 – 1700 - TRW DTS CUI Training:

LESSON 2 – AUTHORIZATIONS – CONT'D

- LESSON 2.5 – Updating Ticketing Transportation
- LESSON 2.6 – Estimating Expenses
- LESSON 2.7 – View/Modify Lodging/M&IE
- LESSON 2.8 – View Other Authorizations/Comments
- LESSON 2.9 – Accounting Codes (Lines of Accounting)
- LESSON 2.10 – Viewing Totals
- LESSON 2.11 – Previewing/Printing Documents
- LESSON 2.12 – Pre-Audit Document
- LESSON 2.13 – Document Status/Remarks

LESSON 3 – ADJUSTMENTS/AMENDMENTS (Changing an authorization before/after approval)

- LESSON 3.1 – Adjusting a Document
- LESSON 3.2 – Amending a Document
- LESSON 3.3 – Document Status

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DAY 2

0800 – 0900 PMO Authorizing Officials Responsibilities Training

0900 – 1200 TRW DTS CUI Training:

LESSON 4 – AUTHORIZING OFFICIALS

- LESSON 4.1 – Introduction
- LESSON 4.2 – Travel Approval Checklist
- LESSON 4.3 – Pre-auditing Documents
- LESSON 4.4 – Preview Documents
- LESSON 4.5 – Returning Documents to Travelers
- LESSON 4.6 – Adjusting a Document
- LESSON 4.7 – Approving a Document
- LESSON 4.8 – Amending a Document
- LESSON 4.9 – Canceling a Document
- LESSON 4.10 – Delegating and Revoking Signature Authority
- LESSON 4.11 – Funds Certification

AO PRACTICAL EXERCISES – Approving, Canceling and Returning Documents

1200 - 1300 - Lunch

1300 – 1600 - TRW DTS CUI Training:

LESSON 5 – CREATE A VOUCHER FROM AUTHORIZATION

- LESSON 5.1 – Introduction
- LESSON 5.2 – Creating a Voucher from Authorization
- LESSON 5.3 – Review/Update Itinerary
- LESSON 5.4 – Add/Update Ticketed Transportation
- LESSON 5.5 – Review/Update Expenses
- LESSON 5.6 – Review/Update Lodging/M&IE
- LESSON 5.7 – Review/Update Totals
- LESSON 5.8 – Preview a Document
- LESSON 5.9 – Digital Signature
- LESSON 5.10 – Pre-audit Document

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LESSON 6 – CREATE A LOCAL VOUCHER

- LESSON 6.1 – Introduction
- LESSON 6.2 – Create a Local Voucher
- LESSON 6.3 – Expenses
- LESSON 6.4 – Accounting Codes (Lines of Accounting)
- LESSON 6.5 – Comments for AO
- LESSON 6.6 – Preview
- LESSON 6.7 – Document Status/Pre-Audit Document

LESSON 7 – ADJUSTMENTS/AMENDMENTS (Changing an authorization before/after approval)

- LESSON 7.1 – Adjusting a Voucher
- LESSON 7.2 –Amending a Voucher
- LESSON 7.3 – Document Status

PRACTICAL EXERCISES - AUTHORIZATIONS and VOUCHERS FROM AUTHORIZATION

1600 - 1700 - TRW Course Review & Evaluations:

COMMENTS AND REVIEW– DTS TRAIN-THE-TRAINER INSTRUCTIONAL PRESENTATION TECHNIQUES

COURSE EVALUATION REPORTS